

ADMINISTRATION OF THE FAA'S CHILDCARE SUBSIDY PROGRAM

STATEMENT OF WORK

I. BACKGROUND

The Federal Aviation Administration, Office of the Assistant Administrator of Human Resources, Benefits and WorkLife is responsible for oversight of the administration of the Agency's child care subsidy program. Congress enacted Public Law 107-67, Sec. 630, on November 12, 2001. This legislation permits Federal agencies to administer a program to assist their lower income Federal employees with the costs of child care. Child care subsidy can reduce the amount of costs parents pay for child care by providing subsidies directly to the child care provider. To be eligible to participate, a child care provider must be a family child care home or child care center licensed and/or regulated by the State and, where applicable, local authorities (i.e. the provider must meet all requirements of its particular jurisdiction) where the service is provided.

Approximately 140 daycare institutions across the country are involved in the contract.

II. REQUIREMENTS OVERVIEW

The contractor is responsible for effective management of the FAA's child care subsidy program. Effective management means carrying out the following activities:

- A. Handle all administrative tasks associated with the child care subsidy program appropriately and efficiently including but not limited to the processing of applications, determining eligibility and subsidy percentage, and the processing of re-certifications. The contractor must have a website for FAA employee information and capability to process applications via fax, mail, and electronic means.
- B. Have promotional material available to market the program and design the agency's child care subsidy program applications.
- C. Maintain confidentiality of all the information contained in the child care subsidy program applications and describe processes to protect applicant and recipient Personally Identifiable Information (PII).
- D. Notify the parents and the child care provider of the amount of the subsidy that each family will receive and the effective dates.
- E. Determine the eligibility of child care providers to receive Federal funds (all must comply with all applicable licensing and other regulatory requirements) by:

1. Requiring each child care provider to submit a copy of any current license and any statement of compliance from any body charged with regulating that provider;
2. Requiring child care providers to submit their taxpayer identification numbers; and
3. Insuring that licensed child care providers understand that if, for whatever reason, the provider is no longer licensed or subject to regulatory oversight or is not in compliance with applicable regulations, the provider will immediately notify the contractor and the Federal employee whose child is enrolled in the child care program. In such cases, the provider will no longer be permitted to receive the child care subsidy; and
4. Ensure that each child care provider is able to accept Electronic Fund Transfer.

F. Review monthly invoices for the child care subsidy amounts from the child care providers, and provide payment if appropriate, based on the invoiced amount no later than 30 calendar days after the date of the invoice. The contractor will pay the child care subsidy assistance directly to the child care provider, and not to the Federal employee, unless an FAA Legal representative has approved payment directly to the employee per OPM guidelines.

1. Insure that the child care provider submits a written invoice, on a monthly basis, to the contractor that includes a summary of recipients, amounts and names of the paid day care provider.
2. Child care subsidy will be quoted as weekly amounts and the invoices must be prepared using full week amounts unless the child leaves the program during a particular week.

III. CHILD CARE SUBSIDY PROGRAM ELIGIBILITY AND DETERMINATION OF SUBSIDY AMOUNT

The contractor will issue quarterly and annual reports to the Agency on the status of the Agency's child care subsidy program. Reports will contain the following information and will be due on the fifteenth day following the end of the quarter.

- A. The amount of child care subsidy disbursed in a given month or year
- B. The number of children enrolled whose parents receive the child care subsidy;
- C. The number of Federal employees from the agency who qualified for and received

- the subsidy for that quarter or year;
- D. The name and address of each child care provider that provides services for the child care subsidy recipients;
 - E. The number of total applicants for the month;
 - F. The number of applications in process;
 - G. The number of new child care subsidies approved;
 - H. The number of applicants who were ineligible;
 - I. The number of applicants who were denied assistance due to lack of agency funds; and
 - J. The remaining balance of the agency's funds, if applicable
 - K. Average family income of in the report period
 - L. Average child care subsidy costs
 - M. Average annual subsidy amount
 - N. Number of recipients receiving a 30%, 45%, and 70% subsidy